



The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Health Office of Human Resources

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Boston, MA 02111

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August 28, 2017

Dear Employees:

On October 9, 2008, the Governor signed Chapter 359 of the Acts of 2008, a law authorizing the establishment of a Sick Leave Bank for Gloria Phillips, a staff member of the Dr. William A. Hinton State Laboratory Institute. The purpose of this letter is to inform you that any Department of Public Health employee can voluntarily contribute one or more sick, personal or vacation days to a Sick Leave Bank to be used solely by [REDACTED]. The amount of time you donate will be deducted from your accrued time balances.

If you are interested in donating any of your time to this Bank, please complete the section below and forward to the attention of: Cecilia Marinucci, Hinton State Laboratory, 305 South Street, 2nd Floor, Boston, MA 02130. If you have any questions, please feel free to contact Carol at 617-983-6218.

Sincerely,

James Montgomery-Hyde, Director of Human Resources

SICK LEAVE BANK FOR [REDACTED]

I wish to voluntarily donate the following days to this special Sick Leave Bank. I understand this donation is voluntary and will not be returned to me if, for some reason, it is not used.

Print Name: _____

Employee ID#: _____

Work Location: _____

Sick days: _____

Personal days: _____

Vacation days: _____

Employee Signature: _____

Date: _____

Copy: Personnel File